

SCHOOLS FINANCIAL SERVICES

TRAINING BROCHURE

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WHO SHOULD ATTEND?

	Maintained Schools	Academies	Finance Staff	Headteachers	Governors	School Leadership Team
Strategic Financial Management in Difficult Times	●	●	●	●	●	●
Embedding Finance in the School Development Plan	●		●	●	●	●
Improving the Quality of Budget Monitoring	●		●			
Financial Management & Controls (inc FMS6 Updates)	●	●	●	●	●	
Senior Leaders	●	●		●		●
Introduction to BPS	●	●	●			
Budget Setting with Workshop	●	●	●			
Budget Monitoring	●	●	●			
Introduction to School Finance Days 1-3	●	●	●			
FMS6 Accounts Payable	●	●	●			
FMS6 Accounts Receivable	●	●	●			
FMS6 Healthcheck	●		●			
FMS6 User Defined Reports	●	●	●			
FMS6 Closedown for Beginners	●		●			
FMS6 Closedown	●		●			
Understanding Academy Finance	●		●			●
School Finance—The Role of the Governor	●				●	
Academy Finance—The Role of the Governor		●			●	
Schools VAT	●		●	●	●	
School Financial Value Standard (SFVS)	●		●	●	●	
Financial Controls—Compliance	●		●	●	●	
Financial Controls & the Scheme for Financing Schools	●		●	●	●	
Financial Controls—Fraud Prevention	●		●	●	●	
BACS (Online Payments to Suppliers)	●	●	●			
BACS Tutorial Videos	●	●	●			
BPS Tutorial Videos	●	●	●			
FMS6 Tutorial	●	●	●			

Schools Financial Services

INTRODUCTION

Schools Financial Services (SFS) offer a wide range of training solutions to meet your financial management needs with the main aim of ensuring that schools are financially well managed.

Training is available for school staff and governors in Kent and Medway schools as well as academies and cover areas such as Introduction to Finance, Budget Monitoring, FMS6, Senior Leaders and many more.

Training on the Budget Planning Software (BPS) is included as part of the Core Financial Support Package.

A selection of regular training courses are provided free of charge for Kent maintained schools. Many of these courses are also available for academies at an additional charge.

Bespoke training, face to face or remote, for either maintained schools or academies can be tailored to provide expert knowledge and guidance on either a one to one or small group basis. Please contact SFS for further information.

Also available is our e-learning programme that may provide training at a convenient time to suit you.

Administration fees, cancellation fees and terms do apply to all schools. Charges may apply for some training programmes for non-KCC schools and academies.

All of our training courses can be booked via CPD Online.

Please see the website www.schoolsfinancialservices.co.uk for full details, terms and conditions and price list.

STRATEGIC FINANCIAL MANAGEMENT IN DIFFICULT TIMES

Who should attend: Headteachers,
Finance Staff, Governors

Duration

- Half Day

Description

This course looks at the processes and decision making strategies that may be required by a school when facing financial difficulties.

Delegates will work through a case study, using a number of financial management tools, to find ways to address a particular challenging financial position.

Those attending will be provided with strategies for gathering information, taking the necessary steps and balancing this with the costed School Improvement Plan and the school's staffing policy.

Suitable for maintained
schools

Strategic Finance

For further information and
to book your place visit
www.theeducationpeople.org

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Suitable for maintained schools and academies

Strategic Finance

EMBEDDING FINANCE IN THE SCHOOL IMPROVEMENT PLAN

Who should attend: Headteachers, Finance Staff, Governors

Duration

- Half Day

Description

Learn skills and techniques using practical and theory based exercises to create and develop a School Improvement Plan clearly in cost terms.

Delegates will understand the need to create strong links between the School Improvement Plan and a Three Year Budget Plan, including the importance of finance in the delivery of the school's objectives.

Those attending will be provided with strategies for identifying, prioritising and costing improvement priorities and the importance of value for money when making decisions on spending.

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IMPROVING THE QUALITY OF BUDGET MONITORING

Who should attend: Headteachers,
Finance Staff, Governors

Duration

- Half Day

Description

A theory based course on the activities required to improve the communication and effectiveness of budget monitoring in schools and academies.

Practical activities will cover the roles and responsibilities of monitoring as well as when and where information needs to be reviewed to provide an accurate forecast of income and expenditure.

Delegates will be able to recognise the links between the budget and ongoing delivery plans including changes to staffing structure and challenging the information presented on monitoring reports.

Note: This is a theory based course and does not provide training on the Budget Planning Software (BPS).

Suitable for maintained
schools and academies

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Suitable for maintained schools

Strategic Finance

FINANCIAL MANAGEMENT & CONTROLS (INCLUDING FMS6 UPDATES)

Who should attend: Finance Staff

Duration

- Full Day

Description

This course will enable delegates to update their knowledge of financial management and controls in accordance with the Scheme for Financing Schools and KCC's Financial Controls.

There will be presentations by guest speakers covering fraud, purchasing and leasing and compliance.

The session will also include any updates on the latest FMS6 upgrade.

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SENIOR LEADERS

Who should attend:
School Leadership Team (SLT)

Duration

- Three x Half Days

Description

Develop strategic financial leadership skills using practical and theory based exercises using real school situations on the following topics:

- * Financial leadership, management and accountability
- * Budget planning and procurement
- * Budget monitoring, benchmarking and fraud prevention

Delegates will be able to interpret financial information and appreciate the links to self-evaluation to ensure that a school is financially well managed.

Suitable for maintained schools and academies

Strategic Finance

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Suitable for maintained schools and academies

Budget Planning Software

INTRODUCTION TO BPS

Who should attend: Finance Staff

Duration

- Full Day

Description

An introduction to Budget Planning Software (BPS) for Kent and Medway schools and academies.

This course is designed for new users who have not previously used the BPS system.

~ Delegates will be able to understand how BPS works

~ Delegates will be aware of how to amend information in BPS and run reports

~ Delegates will be aware of how to use BPS to create a Three Year Budget Plan and how to monitor against this

Those attending will have the opportunity to work on a number of exercises and to practice on live data for their school.

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BUDGET SETTING WITH WORKSHOP

Suitable for maintained schools and academies

Who should attend: Finance Staff

Duration

- Full Day

Description

A Budget Planning Software (BPS) course for Kent and Medway schools as well as academies, covering:

- ~ Funding update including how to complete the funding template (Kent schools) and add this to BPS
- ~ Updating employee information and inputting all other Income & Expenditure required
- ~ How to create and submit a Budget Forecast in BPS as well as generate reports
- ~ How to input the budget onto the school's accounting package and prepare BPS ready for budget monitoring

Budget Planning Software

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Suitable for maintained schools and academies

Budget Planning Software

BUDGET MONITORING

Who should attend: Finance Staff

Duration

- Full Day

Description

A Budget Planning Software (BPS) course for Kent and Medway schools and academies.

~ Learn how to use the Payroll Reconciliation function to validate payroll costs on a monthly basis

~ Learn how to import data from an accounting package to create and amend monitoring reports

~ Learn how to recalculate a Three Year Budget Plan using the updated year end figures produced by the monitoring

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INTRODUCTION TO SCHOOL FINANCE DAYS 1 - 3

Who should attend: Finance Staff

Duration

- Three x Full Day

Description

This three day course is aimed at new or inexperienced finance staff and includes an introduction to the financial regulations and guidance that must be adhered to by schools.

The course will enable delegates to gain a good understanding of all aspects of school finance as well as learning how to use FMS6.

Topics covered will include daily routines such as processing purchase orders and invoices as well as making payments to suppliers. Month end routines will also be part of the course such as bank reconciliations and VAT returns as well as the generation of reports from FMS6.

Suitable for maintained schools

FMS6 Training

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Suitable for maintained schools

FMS6 ACCOUNTS PAYABLE

Who should attend: Finance Staff

Duration

- Full Day

Description

Delegates who attend this course will see demonstrations and be able to practise various elements using the FMS6 Accounts Payable module. All processes will be linked to the KCC Financial Controls and the School Model Finance Policy.

Key areas covered include navigating FMS6 and the set-up routine as well as the accounting structure and ordering. The course will also demonstrate how to process invoices and payments to suppliers by both cheque or online payment and the use of system generated reports.

Delegates will also appreciate the importance of undertaking IR35 (self-employment checks) and the correct procedures for processing corporate card transactions.

FMS6 Training

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FMS6 ACCOUNTS RECEIVABLE

Suitable for maintained schools

Who should attend: Finance Staff

Duration

- Full Day

Description

Delegates who attend this course will see demonstrations and be able to practise various elements using the FMS6 Accounts Receivable module. All processes will be linked to the KCC Financial Controls and the School Model Finance Policy.

Key areas covered include setting up the Accounts Receivable module including debtor, products and books and navigating FMS6 Accounts Receivable menus.

Delegates will be able to produce invoices and match receipts. They will also be able to produce credit notes, account for write-offs and print various system generated reports e.g. debtor statements for outstanding balances.

FMS6 Training

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Suitable for maintained schools

FMS6 Training

FMS6 HEALTHCHECK

Who should attend: Finance Staff

Duration

- Half Day

Description

This course will enable the delegate to appreciate the importance of undertaking a healthcheck on FMS6. This will be completed by way of demonstrations and practical exercises.

Delegates will be able to check that the school's FMS6 system is up to date and reflects accurate financial information.

Those attending will be aware of how to agree income and expenditure codes, reconcile control codes, identify errors and make necessary corrections to FMS6.

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FMS6 USER DEFINED REPORTS

Suitable for maintained schools

Who should attend: Finance Staff

Duration

- Half Day

Description

Delegates will learn how to design and modify user defined reports using FMS6. This will include demonstrations and practical application for updating the KCC Income and Expenditure and Reconciliation Reports.

Delegates will appreciate the difference between system generated reports and user defined reports and use in accordance with the school's own Finance Policy with regard to financial reporting.

FMS6 Training

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Suitable for maintained schools

FMS6 Training

FMS6 CLOSEDOWN FOR BEGINNERS

Who should attend: Finance Staff

Duration

- Full Day

Description

Delegates will receive demonstrations and practical experience (using examples from the Closedown Pack) for the closure of accounts on FMS6 making reference to the KCC Financial Controls and School Model Finance Policy.

This course will cover the principles of closing the year's accounts and opening a new year, how the preliminary closure works, how to correct any system errors if necessary, process year-end adjustments as required, complete non-FMS6 forms such as Analysis of Year-End Balances and submission of the accounts.

Delegates will be able to produce final accounts and cross reference these to the outturn report provided by Schools Financial Services.

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FMS6 CLOSEDOWN

Suitable for maintained schools

Who should attend: Finance Staff

Duration

- Half Day

Description

Delegates will discuss the principles and reasons for completing year-end accounts. They will also complete example non-FMS6 forms such as the Analysis of Year-End Balances and Capital Matrix.

The course will include demonstrations and practical experience(using examples from the Closedown Pack) for the closure of accounts on FMS6 and opening the next year. This will include how the preliminary closure works, how to correct any system errors if necessary and process year-end adjustments as required.

Delegates, using example data will also be able to cross reference final accounts to the outturn report which is provided to schools by Schools Financial Services.

FMS6 Training

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Suitable for academies

Academy Finance

UNDERSTANDING ACADEMY FINANCE

Who should attend: Finance Staff
& School Leadership Team (SLT)

Duration

- Half Day

Description

When a school converts to an academy there will be a significant impact on the role of staff involved in the finance function. This course is aimed at providing fundamental information to enable those members of staff to undertake their role.

During the course we will provide an overview of the current Financial Controls that apply to academies and an understanding of some of the terminology used in an academy setting. We will discuss areas including funding streams and financial returns and the roles of the Department for Education, Education Skills and Funding Agency and the Local Authority.

The course will cover a demonstration of a standard chart of accounts structure designed to meet the needs of an academy. We will also discuss the necessary month end transactions and give consideration to the balance sheet codes.

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SCHOOL FINANCE - THE ROLE OF THE GOVERNOR

Who should attend: Governors

Duration

- Half Day

Description

This course is aimed at providing governors who have strategic responsibility for finance in their school with an understanding of their responsibilities and how they are accountable for public money.

The session will cover, via practical exercises, analysing, discussing and challenging a school's Three Year Budget Plan as well as the importance of monitoring to ensure sound financial management.

Those attending will understand the links between management of financial resources and the School Improvement Plan and the need to work in line with Governance Handbook and the importance of the Schools Financial Value Standard (SFVS) self-assessment.

This course is offered on behalf of Governor Services as part of their training programme.

Suitable for maintained schools

Governor Training

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Suitable for academies

Governor Training

ACADEMY FINANCE - THE ROLE OF THE GOVERNOR

Who should attend: Governors

Duration

- Half Day

Description

This course is aimed at providing governors who have strategic responsibility for finance in their academy with an understanding of their responsibilities and how they are accountable for public money.

The session will cover, via practical exercises, analysing, discussing and challenging an academy budget as well as the importance of monitoring to ensure sound financial management.

Those attending will understand the links between management of financial resources and the School Improvement Plan and the need to work in line with Governance Handbook. The importance of the Financial Management and Governance Self-assessment (FMGS) for new academies will also be covered.

This course is offered on behalf of Governor Services as part of their training programme.

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GOVERNING BODY TRAINING

Who should attend: Governors

Duration

- Half Day/Full Day

Description

Schools Financial Services can provide bespoke finance training for governing bodies, tailored to meet your needs.

Please contact Schools Financial Services to discuss your school's needs.

Suitable for maintained schools

Governor Training

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Suitable for maintained
schools

E-Learning

SCHOOLS VAT

**Target Audience: Headteachers,
Finance Staff, Governors**

Duration

- E-Learning - 60 Minutes

Description

E-learning module explaining what Value Added Tax (VAT) is, which supplies come under which categories, as well as the risks to schools using questions and practical exercises,

Users will understand the need for correct invoices to be provided from both direct suppliers and when making internet purchases.

The e-learning course will also provide example documents to help illustrate the points raised and knowledge tests to check users understanding of the areas surrounding VAT administration for schools.

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SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

Target Audience: Headteachers,
Finance Staff, Governors

Duration

- E-Learning - 30 Minutes

Description

E-learning module explaining how to complete the mandatory Schools Financial Value Standard (SFVS) using questions and practical exercises.

Users will understand the requirements and supporting evidence required to complete the self-evaluation form document accurately and with confidence.

Each area of the document will be covered using model answers including the need to provide an evidenced and targeted action plan when a school is not able to answer an SFVS question in full.

Suitable for maintained
schools

E-Learning

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E-Learning

FINANCIAL CONTROLS AND SCHEME FOR FINANCING SCHOOLS

Target Audience: Headteachers,
Finance Staff, Governors

Duration

- E-Learning - 45 Minutes

Description

E-learning module explaining how to adhere to/apply the Financial Controls and the Scheme for Financing Schools using questions and practical exercises.

Users will understand how these two sets of regulations have an impact on financial matters, as well as the roles and responsibilities of staff in a school.

Each section will cover important considerations for finance staff and headteachers as well as the governing body to ensure that schools are effectively and efficiently financially well managed.

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FINANCIAL CONTROLS - COMPLIANCE

Target Audience: Headteachers, Finance Staff, Governors

Duration

- E-Learning - 60 Minutes

Description

E-learning module showing schools what to expect when they have a compliance visit.

Using explanatory videos and sample documentation as well as questions and answers the course covers a number of areas that a Compliance Officer would check as part of their visit.

Users will understand what they need to consider in terms of income and assets, payroll, procurement and corporate cards as well as the School Improvement Plan and financial planning.

Suitable for maintained schools

E-Learning

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Suitable for maintained schools

FINANCIAL CONTROLS - FRAUD PREVENTION

Target Audience: Headteachers,
Finance Staff, Governors

Duration

- E-Learning - 30 Minutes

Description

E-learning module giving an insight into how fraud can occur in schools.

Using explanatory videos and case studies, as well as questions and answers, to explain what schools should do if they suspect fraud, and what action can be taken to prevent it.

Users will understand the potential warning signs for fraud, how to protect against it and who to contact if they suspect this is occurring in their workplace.

E-Learning

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NEW

BACS (ONLINE PAYMENTS TO SUPPLIERS)

Suitable for maintained
schools

Target Audience: Finance Staff

Duration

- Half Day

Description

FMS6 Users only

This course is designed to provide delegates with an understanding via a practical demonstration of how to set-up FMS6 to make online payments and send e-mailed remittance advices to suppliers.

Delegates will be able to practise setting up online payments in FMS6, including updating suppliers, as well as processing invoices ready to be uploaded via the online banking provider.

The course will also cover the cost savings that can be made as well as the best practice, controls and risks of using online payments.

Other Courses

For further information and to book your place visit www.theeducationpeople.org

NEW

Suitable for maintained schools

Other Courses

TUTORIAL VIDEOS

Target Audience: Finance Staff

Duration

- Tutorial Videos

Description

A set of tutorial videos with audio description will be available in the following areas:

BACS (Online)
BPS Tutorial
FMS6 Tutorial

The videos are designed to assist new users with following the guidance provided in the various areas and also to allow experienced users to refresh their knowledge.

Each video can be paused and replayed to enable a learning experience whenever you need it.

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TESTIMONIALS

At SFS, we believe our training is second to none and an invaluable resource for you and your school or academy.

Don't just take our word for it though - here is some feedback from those who have attended our training courses:

“First Class Training, very helpful and informative.”

“Very helpful (idiot proof) course notes.”

“Very well explained.”

“Thank you so much for your patience. The session was extremely useful”

Don't delay - visit www.kentcpdonline.co.uk now to book your place on our extensive training programme or take the e-learning courses available to you.

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